





Tuition Assistance Funds Management Information for Education Offices

Accreditation and Tuition Assistance Payments

- **A Service member can receive tuition assistance for courses only from institutions accredited by an organization recognized by the Department of Education.**
- **DANTES can only authorize payment to accredited institutions, not to partner training programs. Invoices must come from and be paid to the accredited institution.**

Tuition Assistance Management Program

- **DANTES has long paid the tuition assistance reimbursement as part of the distance learning program**
- **The Tuition Assistance Management Program provides TA support for upfront and reimbursement payments for classroom and distance learning courses**
- **The payment process can be as fast as 7 weeks or as long as 14 weeks, usually 8-10 weeks from the time DANTES receives the documents**

Tuition Assistance Reimbursement

- **Paid for distance learning course more than 24 weeks in length for Army students**
- **Paid for all for Air Force Reserves and Air National Guard courses**
- **TA must be approved prior to enrollment**
- **Paid upon receipt of a satisfactory grade report from the school or education office and the DANTES 1562/31 form**

Tuition Assistance Reimbursement

- **Paid for distance learning course more than 18 weeks for Marine Corp students enrolled prior to 1 July 2004**
- **TA must be approved prior to enrollment**
- **Paid upon receipt of a satisfactory grade report from the school or education office and the DANTES 1562/31 form**

How Reimbursements Are Made

- When TA form is received data from it is entered into the database
- When the grade report is received from the school or the education office, it is entered into the database and an authorization is generated and sent to DFAS for payment
- DFAS pays the Service members usually within 4-6 weeks from the date they receive the authorization

Up-front Tuition Assistance

- **Paid for all Army National Guard courses enrolled in before 1 October 2004**
- **Paid for all Army Reserve courses enrolled in before 1 October 2003**
- **Paid upon receipt of TA forms and invoice from the institution**

How Up-front TA is Paid

- When the TA forms and the invoice are received data from the institution, they are entered into the database
- The documents are also scanned into a database
- If credit card payment, report is generated and sent to the DANTES procurement office for payment, usually within 3 days of receipt
- If DFAS pay, authorization form is sent to DFAS, who takes 4 to 6 weeks to pay

DANTES Upfront Processing

- **Data entry staff match invoices with the tuition assistance forms, reconciles any differences and sends to Code 20J**
- **Code 20J prepares authorization report for payment for each course approved on the TA form**
- **Program manager reviews the authorization report and TA forms and approves the authorizations**

What Slows the Process

- **Incomplete, unreadable or unsigned TA forms**
- **TA forms without invoices or vice versa**
- **Missing pages of multiple page TA forms**
- **Student balance sheet submitted as invoice**
- **Courses on TA forms don't match invoice/grades**
- **Not marking whether semester or quarter hours**
- **Payment of TA at different rates**
- **No contact information on the invoice**

Invoice Problems

- **Student Balance Sheets aren't invoices and should not be submitted to DANTES for payment.**
- **We can only pay the lesser of the TA form, the invoice or the Service TA caps**
- **School's charges do not match the TA form amount and do not explain why**
- **Students change courses without approval**
- **Invoices that come without a 'remit to' address, phone number or point of contact**

Things You Can Do to Help

- Be sure that the form is legible and you sign it
- Put the student's home mailing address on the form
- Start the control number with your DANTES ID
- Provide DANTES with your school POC and phone number for credit card payments
- E-mail us, it is less disruptive and will be answered in a timely manner - tahelp@voled.doded.mil
- Never tell students to contact us (it is the policy of the ARNG and AFRC)

Recoupment Procedure

- **When DANTES receives a grade report that contains a withdrawal or a failure, a recoupment process is initiated**
 - A letter is sent to the students stating that they have 30 days to provide justification approved by their major command, or the students can voluntarily repay the TA
 - If no response is received, a second letter is sent through the unit commander
 - If neither the justification nor repay is received, we will process a DD Form 139 to take the money from the student's pay

DANTES Initiatives

- **Developed new computer program**
- **Buying better imaging software**
- **Developing an interface with Services' and DFAS's automated systems**
- **Expanded facilities to improve staff productivity**
- **Setup tahelp@voled.doded.mil for institutions and education offices to use**

TA Management Staff

As of 7/12/2004

- **3 civil service staff members (shared with Distance Learning Program)**
- **9 contract data entry personnel**

